

Report for Week Ending 27 April 1959
FROM
RECORDS CENTER

During the week the following accessions were made:

PERSONNEL	11 cu ft
LOGISTICS	4 " "
DD/P	10 " "
OSI	1 " "
OCR	5 " "
DCI	1 " "
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Sub-Total:	32 cu ft
Finished Intelligence	50 " "
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Total :	82 cu ft

Map Negatives	1,494 cu ft
Records Holdings	30,072 " "
Distribution Material Holdings	12,673 " "
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Total :	44,239 cu ft

Distribution Material Disposed of at Center	23 cu ft
Distribution Material Transferred from Center	15 " "
Records Disposed of at Center	9 " "
Records Transferred from Center	0
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Total :	47 cu ft

Accessioning and Disposal

Seventy-two assembled Records Center boxes were furnished to three different offices.

OBI has furnished the Records Center with a stock level for all NIS binders and authority to destroy all binders on hand over this level. The binders are being reboxed, put in sets (front and back) and the excess fronts destroyed. The backs that are in excess are being retained and will be sent to Reproduction for use on new binders that are to be published. The project is 5% complete.

The extra copies of the Finished Intelligence are being reduced to the levels recommended by the existing memos from the offices concerned. To date 14 cubic feet have been destroyed.

During the week 80 cubic feet of records were burned, leaving an accumulation of 887 cubic feet in the disposal area.

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Reference

The following outstanding reference services were provided during the week:

1,189 copies of NIS sent to Dept. of State, Army & Agriculture
245 copies of NIS sent to [REDACTED]
2,510 copies of maps sent to ORR Map Library

25X1

25X1

News

[REDACTED]

Visitors

25X1

[REDACTED]

OCI

[REDACTED]

OO/SOVMAT

25X1

[REDACTED]

RMS

25X1

[REDACTED]

25X1

Chief, Records Center